



# DEPARTMENT OF THE NAVY

COMMANDER IN CHIEF  
UNITED STATES PACIFIC FLEET  
250 MAKALAPA DRIVE  
PEARL HARBOR, HAWAII 96860-7000

IN REPLY REFER TO:

CINCPACFLTINST 5720.2M  
(N315) 19 JAN 1996

## CINCPACFLT INSTRUCTION 5720.2M

Subj: EMBARKATION IN U.S. NAVAL SHIPS

Ref: (a) OPNAVINST 5720.2L  
(b) OPNAVINST 6000.1A  
(c) OPNAVINST 3710.7P

Encl: (1) Procedures for Embarkation of Civilian Employees of the United States and of Government Contractors

1. Purpose. This instruction delegates to specific commanders the authority to approve visits to and embarkations in U.S. Navy ships by various categories of personnel within the guidelines of references (a), (b) and (c), and establishes procedures for review of decisions denying requests for embarkation of civilian employees of the United States and of government contractors (civilian employees).

2. Cancellation. CINCPACFLTINST 5720.2L. This instruction has been revised in its entirety.

3. Background. Reference (a) implements the authority vested in the Chief of Naval Operations to prescribe procedures for visits to and embarkations in naval ships. Specifically, reference (a):

a. Authorizes CINCPACFLT to further delegate authority to approve certain visits to and embarkations in naval ships to type commanders, fleet commanders, and remotely located type commander representatives.

b. Provides policy guidance for the processing of requests for embarkation of civilian employees.

c. Provides policy guidance concerning pregnant females. The policy applies to servicewomen, civilians in an official capacity, and guests.

### 4. Delegation of Authority

a. CINCPACFLT hereby delegates to COMTHIRDFLT, COMSEVENTHFLT, and type commanders the authority to approve visits to and embarkations in all naval ships under their operational control, in accordance with the criteria contained in reference (a) and enclosure (1).

b. Requests for embarkation of civilian employees will be processed in accordance with the policy and procedures set forth in enclosure (1).

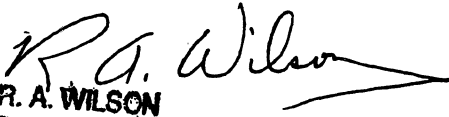
c. Pursuant to the authority granted in reference (c), chapter 3, paragraph 3.1.1.10, COMTHIRDFLT, COMSEVENTHFLT, COMNAVAIRPAC, COMNAVSURFPAC, and CG FMFPAC may authorize air transportation in a helicopter or carrier on board delivery (COD) aircraft for civilian guests and other designated personnel whose embarkation on board ship is authorized under the provisions of reference (a). This authority does not include flights of convenience for the individual(s) concerned and will not be further delegated. In addition, CINCPACFLT approval is required for helicopter or COD embarkation of dependents of military members. Authorizing officers will consider age and

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physiological characteristics of transported individuals, particularly when catapult launchings or arrested landings are involved. Pilots in command of aircraft transporting passengers will comply with reference (c) briefing requirements.

  
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## PROCEDURES FOR EMBARKATION OF CIVILIAN EMPLOYEES

1. Policy. Reference (a) sets forth the Navy's policy to embark civilian employees aboard naval ships without regard to gender, subject to the need to maintain combat readiness and safety. Ship safety remains the paramount consideration.

2. Criteria. The following criteria will be considered when acting upon requests to embark civilian employees aboard naval ships for official reasons associated with their employment:

a. Nature of the work to be performed and the necessity of the employee's services for successful mission accomplishment.

b. Possible impact on command readiness, including efficiency, ship routine, safety, crew habitability, privacy, and morale.

c. Availability of berthing and sanitary facilities commensurate with the employee's grade level, including, in the case of female riders, the availability of separate accommodations. Privacy in berthing areas must be respected. However, female sleeping accommodations need not be separated from male berthing areas by rigid bulkheads. No structural modification should be made to any ship, and no restrictions should be placed on crew or riders which would compromise safety. Accommodations for female personnel should be essentially the same as for male personnel of equal pay grade, consistent with personal privacy requirements. In addition, privacy in head facilities must be ensured. Separate head facilities are not required if privacy can be provided by other means. Access to head facilities must not violate the berthing area privacy of the opposite sex. Temporary accommodations must not impede or block major passages or ship's primary ventilation systems, obstruct access to ship control stations, damage control locker/fixtures, or other major ship's equipment, and, in the case of submarines, must not adversely affect ship's silencing. Every reasonable effort will be made by host commands to provide appropriate berthing and sanitary facilities.

d. Availability of personal damage control equipment. For safety reasons, if temporary berthing spaces are used, personal damage control equipment must be included within, or be reasonably available to, temporary berthing spaces. This damage control gear should be equivalent to permanent berthing gear, including emergency escape breathing devices (EEBD) sufficient for the number of people in the temporary berthing area.

e. Age and physiological characteristics of transported individuals, particularly when catapult launchings or arrested landings are involved.

3. Procedures. The following procedures are to be used when acting upon requests to embark civilian employees aboard naval ships:

a. Initiation of request. When the services of civilian employees are required on board ship, the activity commander responsible for providing such services will submit an embarkation request to the ship's commanding officer. The request will list the name, sex, grade and position of the employees and describe the services to be performed by the employees. Requests should be submitted as far in advance of the proposed embarkation as possible and no less than 30 days before scheduled at-sea periods.

b. Decision. The commanding officer of the ship will make an initial embarkation determination based upon the criteria set forth in paragraph 2 of this enclosure. He will then notify his operational commander by UNODIR

Enclosure (1)

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message of his intentions (info ISIC, COMSEVENTHFLT/THIRDFLT as appropriate, and CINCPACFLT), providing all of the information contained in subparagraph 3a of this enclosure regarding each individual proposed for embarkation. The operational commander may overrule such initial determinations based upon the criteria set forth in paragraph 2 of this enclosure. All decisions to deny embarkation of civilian employees will set forth the reasons which necessitated the denial.

c. Review. All decisions denying the embarkation of civilian employees based upon criteria contained in subparagraphs 2b and 2c of this enclosure will be forwarded to CINCPACFLT for review and disposition.

Enclosure (1)

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